

## Project Management System Baseline Plan

### Graphic Summaries: Technical Progress vs. Costs Incurred

1. Project Title	3a. Name of GTR	3b. GTR Approval (Signature) Date	9. Agreement No.
2. Name and Address of Performing Organization      Name of Project Manager_____ Phone_____	4a. Name of Contracting Officer	4b. Contracting Officer Approval (Signature) Date	10. Project Code
	5. Name of GTM	8a. Originally Approved Agreement Completion Date	11a. Originally Approved Agreement Value \$
	6a. Baseline Plan Number	8b. Currently Approved Agreement Completion Date	11b. Currently Approved Agreement Value \$
	6b. Baseline Plan Date	8c. Proposed New Completion Date (Per this Plan)	11c. Proposed New Total Value (Per this Plan) \$

[illegible]

Project Management Systems Forms

**Public reporting burden** for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2535-0091), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collecton displays a valid OMB control number.

Do not send this form to the above address.

The HUD Project Management System utilizes two basic forms to plan and control the use of project resources. The Baseline Plan, form HUD-441.1, details the work to be performed. The Progress Report, form HUD-661.1, compares actual progress with the approved Baseline Plan. These forms are divided into numbered boxes; boxes containing data common to both reports will have the same number. If a report does not require certain data, the numbered box does not appear on the form.

Additional Instructions for completing these forms will be contained in the HUD Project Management System Handbook, which may be obtained from the Government Technical Representative **(GTR)**. HUD contractors and assistance awardees shall comply with the instructions below when preparing their forms. Forms prepared improperly or submitted with errors will be returned to the awardee for corrections and resubmission.

Project Management Baseline Plan (Form HUD-441.1)

The Baseline Plan displays two graphic summaries: 1) cumulative planned costs, and 2) scheduled Tasks or Activities. The total planned costs should equal the Agreement value. The Tasks listed should be the same as the tasks in the Agreement Statement of Work. Brief instructions for completing the Baseline Plan follow.

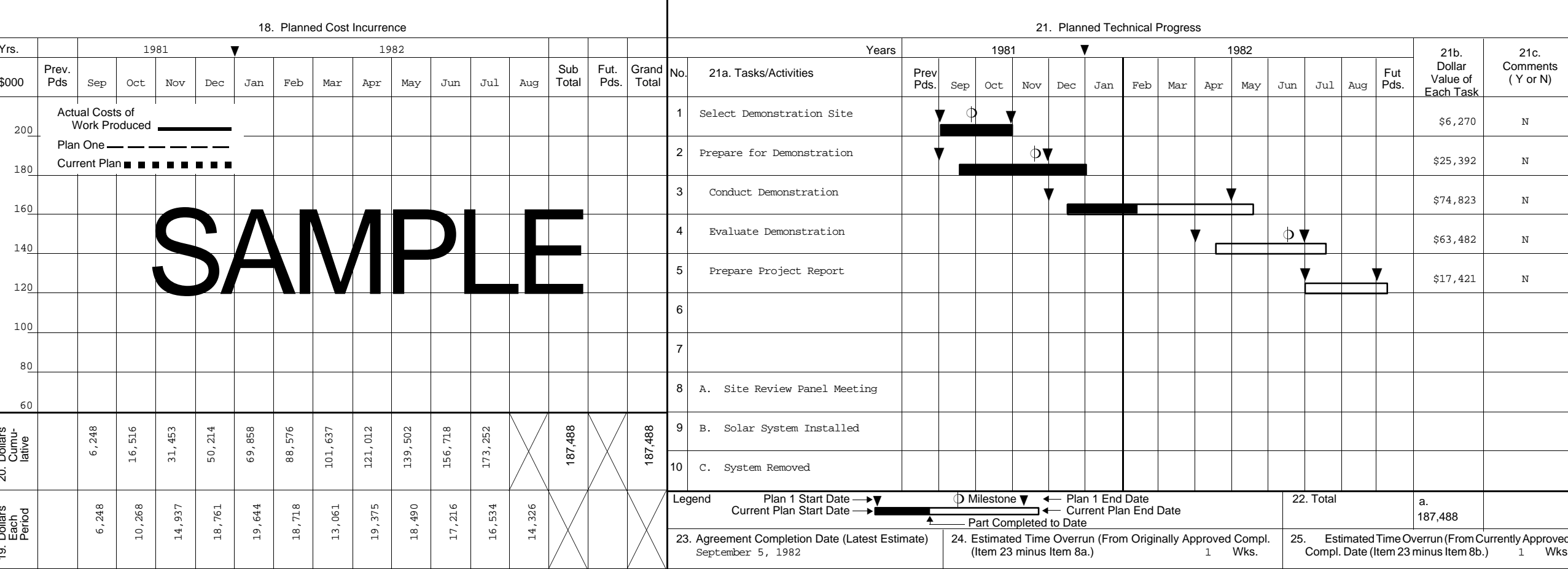
Box No.

- 1. Enter title of Agreement.
- 2. Enter name and address shown in the Agreement.
- 3a. Enter the name of the Government Technical Representative (GTR).
- 3b. Leave blank.
- 4a. Enter name of the Contracting (or Assistance Agreement)Officer.
- 4b. Leave blank.
- 5. Enter the name of the Government Technical Monitor (GTM), if any.
- 6a. The original is number "1". Revisions are numbered sequentially.
- 6b. Enter date Plan or Revised Plan was signed by performer's certifying official.
- 8a. Enter the project completion date as defined in the original Agreement.
- 8b. Enter the project completion date as revised by written Agreement modification.
- 8c. Enter proposed completion date per this revised Baseline Plan, if applicable.

- 9. Enter Agreement Number as shown on the signed Agreement.
- 10. Enter Project Code (obtained from GTR).
- 11a.Enter original Agreement value.
- 11b.Enter Agreement value as it may have been revised by written Agreement modification.
- 11c. Enter proposed new Agreement value, if applicable.
- 15. Enter name and date; initial by preparer.
- 16. Enter name, date and signature.
- 17. Leave blank.
- 18. To complete Planned Cost Incurrence Section:
  - (a) Enter reporting period dates across the top of the chart corresponding to the length of the Agreement.
  - (b) Enter a dollar scale appropriate to the Agreement value in the left column.
  - (c) Draw a cumulative planned cost curve on the chart.
  - (d) Indicate any revised plan using the legend shown for "Current Plan".
- 19. Enter the planned dollars for each reporting period.
- 20. Enter the cumulative dollars for each reporting period corresponding tothe planned cost curve on the chart and to total in Box 11b.
- 21. Enter a calendar arrangement across the top.
- 21a.Enter the Tasks/Activities as listed in the Agreement. Draw in a schedule bar for each as indicated in the Legend.
- 21b.Enter the planned dollar value for each Task/Activity.
- 21c. Enter Task comments, if any.
- 22a.Enter the sum of the dollar value of each Task (must agree with the total cumulative planned dollars in Row 20 and total in Box 11b).
- 23. Enter date shown in Box 8c, if any.
- 24. Show number of calendar weeks variance from original completion date, if applicable.
- 25. Show number of calendar weeks variance from revised completion date, if applicable.

Project Management System Baseline Plan
Graphic Summaries: Technical Progress vs. Costs Incurred

1. Project Title: Heating Multifamily Buildings Via Solar Energy
3a. Name of GTR: Joe Smith
3b. GTR Approval (Signature): [Signature] Date Jan. 31, 1982
9. Agreement No.: H-0123
2. Name and Address of Performing Organization: International Energy Sources, Ltd.
650 Perry Street Boston, Mass. 20001
4a. Name of Contracting Officer: Frank Jones
4b. Contracting Officer Approval (Signature): [Signature] Date
5. Name of GTM: William Anderson
8a. Originally Approved Agreement Completion Date: August 31, 1982
11a. Originally Approved Agreement Value: \$ 169,230
6a. Baseline Plan Number: 2
8b. Currently Approved Agreement Completion Date: August 31, 1982
11b. Currently Approved Agreement Value: \$ 187,488
6b. Baseline Plan Date: Jan. 15, 1982
8c. Proposed New Completion Date (Per this Plan): Sep. 5, 1982
11c. Proposed New Total Value (Per this Plan): \$ 187,488



15. Person Preparing Plan
a. Name: Fred Team
b. Date Plan Prepared: Jan. 6, 1982
c. Preparer's Initials:
16. Performer's Official Certifying Plan
a. Name: George L. Kahn
b. Signature:
c. Title: Project Manager
d. Date Signed: 1/15/82
17. Date Rec'd by: HUD Jan. 19, 1982